



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

TITLE: Blueprints of State Owned Buildings

CUTOFF: Transfer of ownership or demolition of building

DESCRIPTION: Design plans for a building owned by the state. Plans include original specifications, any new construction or modification of the building and any capital improvements.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy. Original blueprints maintained by Office of Administration per 8.340 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21567

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Equipment and Vehicle Ownership Records

CUTOFF: EOSFY in which vehicle or equipment is surplused or destroyed

DESCRIPTION: Documentation of ownership of state equipment and vehicles. Records include, but are not limited to, information about equipment or vehicles such as title, make, license number, and serial or property number.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: See series number 21562 for vehicle and equipment use records, and series number 21565 for vehicle and equipment maintenance records.

DISPOSITION ACTION: Destroy

SERIES: 24069

SERIES STATUS: Approved

APPROVAL DATE: 6/9/2015

TITLE: Equipment and Vehicle Use Records

CUTOFF: EOSFY in which vehicle or equipment is surplused or destroyed

DESCRIPTION: Documentation of use of state owned equipment and vehicles. Use is measured in equipment hours mileage or clock hours.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21562

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

TITLE: Equipment Inventory

CUTOFF: WSO

DESCRIPTION: Listing of the agency's fixed assets including, but not limited to computers, furniture or specialized equipment.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21563

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Equipment Maintenance and Repair Records

CUTOFF: EOSFY in which equipment is surplus or destroyed

DESCRIPTION: Documentation of maintenance and repair on state owned or leased equipment performed in-house by the state or performed by an outside contractor.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21565

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Equipment Maintenance Contracts

CUTOFF: EOSFY in which maintenance agreement expires

DESCRIPTION: Agreement reached between a vendor and the agency on maintenance services to be performed over a defined period of time. Includes amendments, extensions, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21561

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

TITLE: Excess and Surplus Property Report

CUTOFF: EOSFY

DESCRIPTION: Documentation of excess and surplus property that Surplus Property approves for disposal

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21564

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Lease and Rental Agreements

CUTOFF: EOSFY in which lease expires

DESCRIPTION: Signed lease agreements for buildings or land, including amendments, extensions, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21566

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Safety Data Sheets

CUTOFF: When superseded or outdated

DESCRIPTION: Documentation of all chemicals used within an agency at a particular time. Records include, but are not limited to, Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS). Records are maintained pursuant to 29 CFR 1910.1020 and 1910.1200.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: Records provide employees and their designated representatives access to information on chemicals employees may have be exposed to while working.

DISPOSITION ACTION: Destroy

SERIES: 23144

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018